

Village of Peninsula Employee Handbook

As revised and adopted by Village Council 04/13/2009

INTRODUCTION

An as employee of the Village of Peninsula, you are an important person to our organization, and we want all of our employees to share a sense of pride and accomplishment in everything we do.

The Village of Peninsula is dedicated to providing a safe, healthy environment for its employees and encourages all employees to suggest improvements to our operation. As a member of our team, we recognize and fully appreciate your dedication to excellence, and we know that the feeling of satisfaction which arises from a job well done for the citizens of the Village will continually motivate all of us to succeed.

This handbook is being provided to you as a guideline in doing your job as an employee of the Village. To the extent that any policies set forth in this handbook conflict with any existing or newly enacted Ohio laws and regulations affecting the Village, the laws and regulations will prevail. If you have any questions regarding the information in this handbook, please let us know.

Revised 01/2009

TABLE OF CONTENTS

YOUR JOB

Equal Opportunity	5
Affirmative Action Policy	5
Performance Reviews	5
Open Door Policy	6
Hiring and Promotion	6
Immigration Law Compliance	6
Confidential Matters	6
Freedom from Conflicts of Interest	6
Political Activity	7
Approach to the Job	8
Probationary Period	8
Lunch Break	8
Tobacco Policy	8
Exit Interviews	8
Attendance, Tardiness, Reporting off Work	8
Disciplinary Action, Dismissal and Rules of Conduct	10
Discharge Reviews	12
Alcohol and Drug Abuse	12
Diversity	13
Accommodations for Disability	14

Fitness for Duty	14
Garnishments, Attachments and Judgments	14
Categories of Employment	14
Dress, Grooming and Uniforms	15
Work Week and Overtime (Except for Police Dept. Personnel)	15
Earned Rest	16
Internet Access and Network Security	16
Pay Period and Paychecks	18
Pay Advances and Loans	18
Paycheck Deductions	18
YOUR BENEFITS	
Holidays	19
Call-In Time	19
Vacations	19
Leaves of Absence	20
Medical Leave	20
Military Leave	21
Sick Leave	21
Maximum Leave Time	22
Funeral Leave	22
Jury Duty and Court Leave	23
Medical and Dental Insurance	23
Life Insurance	23

PERS and PFDPF Retirement Benefits	24
Workers Compensation	24
Unemployment Compensation	24
Travel Expenses	24
MISCELLANEOUS	
Use of Village Vehicles	25
Vehicle Seat Belts	25
Safety	25
Personal Status Change	25
Security	26
Visitors	26
Telephone Calls and Cells Phones	26
Training and Self-Development	26
Solicitations and Contributions	26
Questions	27
Employee Handbook At-Will Policy	27

YOUR JOB

EQUAL OPPORTUNITY

The Village is an equal opportunity employer; therefore, all employees and prospective employees will be recruited, selected and trained without regard to age, sex, race, color, religion, disability, national origin, marital status or veteran status. This same non-discriminatory consideration will be used in all other aspects of the employment relationship.

All applicants are carefully screened and full consideration is given to their training, education, skills, experiences, and growth potential and previous work record. All managers and employees of the Village of Peninsula are charged with fulfilling their responsibilities for the active support of our equal employment opportunity program.

AFFIRMATIVE ACTION POLICY

The Village Council reaffirms the long standing policy of the Village of non-discrimination in employment including recruitment, hiring, training, promotion, demotion, discipline, lay-off, recall and transfer with concern for the avoidance of bias based on race, creed, color, national origin, religion, age or sex. The Village is determined to actively recruit, through all practical means, individuals from under-represented groups and diverse backgrounds, while ensuring that only the best-qualified candidate for any position will be selected.

To assure these principles of equity in employment, and in accord with state and federal requirements, the Village Council in adopting this policy charges everyone associated with the Village to support and implement this program and to participate in achieving its maximum success.

PERFORMANCE REVIEWS

Performance reviews may be conducted at any time, but will be conducted at a minimum, annually at the employee's effective date of hire. Performance reviews are used to identify areas of outstanding performance as well as areas needing improvement. The employee's direct Supervisor is responsible for completing the performance review and meeting with the employee to discuss the results and possible corrective action. Performance reviews will be signed and dated by both the employee and the direct Supervisor, a copy given to the employee, and a copy maintained in the Village employee file. Performance reviews are not salary reviews and any performance review may, or may not, result in a salary adjustment.

OPEN DOOR POLICY

As a Village employee, you may bring any problem you might have to your supervisor. If your supervisor is unable to resolve the problem to your satisfaction (generally within 5 working days) each member of the Village of Peninsula Council has an open door policy to discuss any matter. (Changed 04/13/2009)

HIRING AND PROMOTION

Candidates must be qualified by education, training, experience, performance and appropriate certification for the open positions to be eligible for hire or promotion. Candidates must demonstrate their competency through interviews, submission of documentation of qualifications, and other evaluation procedures which may be deemed appropriate by the Village Council.

IMMIGRATION LAW COMPLIANCE

The Village is obligated to employ only United States citizens and aliens who are authorized to work in the United States and to ensure that it does not unlawfully discriminate on the basis of citizenship or national origin.

CONFIDENTIAL MATTERS

Each employee has an obligation to keep and maintain in strict confidence any information he or she may acquire of a confidential nature relating to the Village of Peninsula unless required by law to divulge the information. All matters and information to be released to the media and/or press must first be approved by the Mayor, as chief executive, or his/her designee.

FREEDOM FROM CONFLICTS OF INTERESTS

All employees of the Village of Peninsula have a duty to the Village to be entirely free from the influence of any conflict of interest when they represent the Village in any business dealings or make recommendations, which may influence an action of the Village.

An employee should not be involved in any situation which may tend to interfere with the employee's duty to represent the best interests of the Village, at all times, to the best of the employee's ability. If the employee is in doubt as to what should be done in any situation that may involve the employee in a conflict of interest, the employee should obtain and follow the advice of his or her supervisor in charge of that employee's particular department.

General prohibitions: The Ohio Ethics Law contains provisions restricting conflicts of interest that involve nepotism, post-employment, representation, influence-peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that each public official and employee is prohibited from:
Authorizing, or using his/her position to secure the authorization of, a contract, for his/herself, a family member, or a business associate;

Authorizing, or using his/her position to secure the authorization of, the investment of public funds in any kind of security to benefit himself/herself, a family member, or business associate;

Receiving any benefits from a contract entered into by his/her public entity;

Hiring or securing any contract benefits for his/her spouse, parents, grandparents, children, grandchildren, sibling, or any other relatives living with him/her;

Soliciting or accepting substantial and improper things of value, including gifts, or travel, meals, and lodging;

Participating in matters where something of value will result for the public official or employee himself/herself, his/her family, his/her business associates, or others with whom the public servant has a close tie that could impair his/her objectivity;

Disclosing or using information deemed confidential by law;

Representing parties, before any public agency, in a matter in which he/she was involved as a public servant, both during and for one year after leaving public service.

POLITICAL ACTIVITY

All employees are encouraged to vote and participate in the electoral process along with all other citizens.

Employees of the Village may not use their official authority or status with the Village to interfere with or affect the results of an election or nomination for office. Employees of the Village may not directly or indirectly coerce, command, or advise another employee, vendor, or contractor to pay, lend, or contribute anything of value to a party committee, organization, agency or person for political purposes.

Village employees may not display or distribute appeals of a partisan political nature on Village property or during working hours. This policy does not prohibit employees from voting for the candidate of their choice. No employee has the authority to endorse any candidate or issue on behalf of the Village without the express approval of the Village Council. All employees are also expected to strictly comply with all applicable ethics laws. If employees have any questions regarding this policy, they should contact the Village Council.

APPROACH TO THE JOB

It is essential that staff members maintain a professional appearance and attitude. The work atmosphere must be one of dignity with a genuine desire to serve all visitors as well as those who contact the Village via the telephone. Individuals visiting the Village should be served promptly and courteously, without exception.

PROBATIONARY PERIOD

All new Village employees serve a probationary period of 90 days upon their hire.

At the end of the 90-day probationary period, the employee's record of performance and employment behavior will be evaluated and one of the following actions will usually be taken:

- a. retention with pay advancement;
- b. retention with no pay advancement;
- c. termination of employment;
- d. extension of one additional 90-day probationary period.

The probationary period does not alter the at-will nature of employment of all employees of the Village, except where required by Ohio statutory law.

LUNCH BREAK

Lunch breaks for most Village employees are 30 minutes, unpaid, and normally are to be taken at the mid point of the employee's shift. Employees may be required to alter their lunch break depending on work conditions.

TOBACCO POLICY

The Village of Peninsula is a smoke free worksite. All tobacco products are prohibited in all Village buildings, grounds, vehicles, and all other property.

EXIT INTERVIEWS

All employees terminating their position with the Village will be offered the opportunity to participate in an exit interview conducted by their supervisor.

ATTENDANCE, TARDINESS AND REPORTING OFF WORK

The Village of Peninsula needs the combined efforts of all employees to ensure uninterrupted, efficient operations. Absenteeism and tardiness often place burdens upon your fellow workers. Employees who are absent must call their supervisor before

their starting time to record their absence, the reason for the absence, and the estimated date they expect to return to work.

Excessive absenteeism or tardiness, as determined by the Village's supervisors, may result in an employee's dismissal. It is in your own best interest to come to work, each day, on time. Action will be taken when an employee fails to maintain good attendance, which could include disqualification for promotion or discharge.

Your supervisor should be notified at least two weeks in advance of all requested leave periods, including vacations. When this is not possible, such as an illness, you are expected to promptly notify your supervisor regarding the reason for the absence and its expected length. Extensive or frequent absences due to illness or other situations may result in disciplinary action up to and including dismissal. Habitual tardiness will also be viewed as a condition requiring some form of disciplinary action up to and including dismissal. All employees who are unable to report to work shall notify their immediate supervisor within four hours before the time they are scheduled to work. At the time of the report-off or calling in late, all employees must state the reason for their absence and/or late arrival and give an estimated date or time they will return/arrive to work.

If medical attention was received by the employee, other than as a result of hospitalization or institutionalization, and convalescence at home is ordered by the employee's physician, employees must notify their supervisor of the start and anticipated duration of the convalescence, plus the date the employee expects to return to work. The employee will not be required to report daily during the convalescence period provided the employee has properly reported the convalescence to his or her supervisor. A physician's statement covering the period of convalescence will be required to authorize the absence if it continues beyond three days, or if, in the supervisor's judgment, medical certification is needed due to the pattern or timing of the absence(s). A doctor's written release to return to work may also be required.

In emergency situations that prevent the employee from reporting off or calling in late during the required report off/call-in time, the employee must report off as soon as possible and state the nature of the emergency that prevented a timely report off. The validity of such emergency will be considered in determining if the employee has satisfied the reporting off procedure.

If employees become ill while out-of-town or there is a death in their immediate family, the employees will be required to notify their supervisor at the designated report-off time of such circumstances and will not be required to call in on a daily basis. In case of an extended illness, employees shall be required to report additional absences to their immediate supervisor. In cases where hospitalization or institutionalization is required, employees must notify their supervisor upon admission and upon discharge. In cases where convalescence following hospitalization or institutionalization is required at home, employees must notify their supervisor upon the start and upon the termination of their convalescent period. In both instances above-mentioned, a physician's

statement specifying the employee's inability to work the duration of required medical attention and a statement that the employee has recovered and is released to work for performance of regular assigned job duties will be required.

Employees who do not comply with the reporting off/calling in late procedure will be subject to disciplinary action. The first time the employee fails to report off for an absence or for a late arrival at the required time the employee will not be paid for his or her time absent from work that day and will usually receive verbal warning. The second time the employee fails to report off for an absence or for a late arrival at the required time, the employee will not be paid for his or her time absent from work that day and will usually receive a written warning.

The third time the employee fails to report off for an absence or for a late arrival at the required time, the employee will not be paid for his or her time absent from work that day and will usually either be suspended without pay or terminated from employment, at the discretion of the Village Council. An employee who fails to report off for two (2) consecutive working days will be considered to have voluntarily abandoned his or her job and resigned.

The workday begins at the designated hour of each shift and employees are expected to be at their work situations and ready to work at that time. An employee arriving late for work or leaving early at any time, including lunch will be subject to disciplinary action and/or loss of pay for the time tardy. Employees who leave work before the end of their shift or leave work early, before their designated lunch, will be subject to the same disciplinary procedure as employees who are habitually tardy.

DISCIPLINARY ACTION, DISMISSAL AND RULES OF CONDUCT

The following provides rules of conduct and constitutes reasons for disciplinary action or dismissal.

1. Deliberate or reckless destruction or damage to the Village's property.
2. Dishonesty, fraud, theft, attempted theft, or unauthorized removal of the Village's property from its premises, or allowing it to happen.
3. Negligent, careless or inefficient performance of duty.
4. Failure to observe safety rules and/or instructions.
5. Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, visitor, customer, equipment, or property.
6. Negligence that results in injury to personnel.
7. Intentional falsification of payroll records or other records required in the transaction of the Village of Peninsula's business.
8. Absence or tardiness without proper notification, excessive absenteeism or tardiness or insufficient reasons for absenteeism or tardiness
9. Insubordination, including refusal or failure to perform assigned work.
10. Possession or sale of illegal drugs on the Village of Peninsula's premises.

11. Reporting to work or being on the job under the influence of alcohol, illegal drugs, or other medications that could impair judgment.
12. Off-duty use of illegal drugs, or abuse of prescription medications, as detected by a drug test, or other means.
13. Commission of unlawful or immoral acts either on or off duty, which may, in the judgment of the Village of Peninsula, injure its reputation, even if such acts do not lead to a criminal conviction.
14. Sleeping or loafing while on duty.
15. Making malicious, false, or derogatory statements that may damage the integrity or reputation of the Village of Peninsula, its employees, or the Village Council.
16. Threatening or engaging in acts of violence on the Village of Peninsula's premises or on duty without justification.
17. Unauthorized distribution or publication of literature in the workplace.
18. Physical or verbal intimidation or harassment of other employees or management.
19. Walking off the job without permission.
20. Not signing required Village documents such as performance evaluations, written warnings, etc.
21. Misrepresentation or withholding of pertinent facts in securing employment or during employment.
22. Improper personal use of the Village's telephones, computers or any other Village owned property.
23. Abuse of break times and/or lunch periods.
24. Use of Tobacco Product in a Village building, vehicle or on Village grounds.
25. Unauthorized absence from work area.
26. Gambling or conducting illegal gambling activities on Village property.
27. Violations of any rules and regulations of the Village.
28. Unauthorized posting or removal of notices on Village property.
29. Involvement in an avoidable accident causing personal injury, damage or loss of equipment, merchandise or property.
30. Misuse or removal from the premises, without prior authorization, of Village records or confidential information of any nature.
31. Making or publishing knowingly false or defamatory statements concerning any employee, supervisor, Village officer, Council Person, the Village itself, or its services or programs.
32. Failing to report and/or investigate a building alarm.
33. Deliberately damaging or defacing Village, co-worker and/or visitor property or the deliberate commission of acts which otherwise, directly or indirectly, cause damage or loss to the Village or to the property of others.
34. Possession of weapons, ammunition, explosives or defensive weapons unless required by the employee's job position.
35. Immoral conduct or indecency either on or off duty when such conduct could harm the reputation of the Village or its staff.
36. Representing personal opinions as an official statement of the Village.

37. Failure to comply with the applicable provisions of the Ohio Ethics statute or the Village's policy on conflicts of interests.
38. Conviction of any felony.
39. "Padding time," making false statements of any kind or type regarding work produced or hours worked, including leaving the job without the supervisor's approval.
40. Working another job while absent from the Village of Peninsula on scheduled workdays or on sick leave.

Although the above are specific reasons for dismissal or disciplinary action, it is not an exhaustive list, and there may be other reasons for dismissal or disciplinary action, at the sole discretion of the Village Council.

The Village Council will determine the appropriate discipline to be applied to an employee for a violation of any work rules or policies of the Village. Employment terminations may or may not be preceded by oral or written warnings, or suspension of employment, depending on the nature and severity of the offense and the employee's past performance and disciplinary history. Suspensions may be with or without pay at the discretion of the Village Council.

DISCHARGE REVIEWS

Non-police department employees who have been involuntarily terminated from employment with the Village of Peninsula may file a written request for a review of the termination decision to the Village Council within ten (10) days of being informed of the termination. The Village Council will review the facts surrounding the employment termination and will issue a decision. The employee may submit a written statement of the reasons for the request for review. The majority decision of the board shall be final. Following termination, employees should consult with the office administrator regarding options potentially available under the law for continuation or conversion of their medical insurance. The procedure for discharge reviews for police department employees is set forth in a separate policy issued to those employees.

ALCOHOL AND DRUG ABUSE

All employees are strictly forbidden to use, possess, or be under the influence of alcohol or illegal drugs (including the abuse of prescription or over-the-counter drugs) at any time during their working hours or anywhere on the Village's property, while using a Village vehicle, or while wearing a Village uniform. Off duty sale or use of illegal drugs, or abuse of prescription drugs, is also prohibited. As a condition of employment, employees may be required, at any time, to submit to drug or alcohol testing. The Village of Peninsula reserves the right to search employee personal effects to determine whether employees are in possession of illegal drugs, alcohol, or other controlled substances. Employees who are convicted of a criminal drug statute must notify their supervisor of the conviction immediately.

If you must use prescription drugs or over-the-counter (non-prescription) drugs, which cause adverse side effects, e.g., drowsiness or impaired reflexes, you must inform your supervisor that you are taking such medication on the advice of a physician. Your supervisor may send you home or temporarily assign you to a different duty if the side effects of the drugs may cause a threat to safety or impair work performance.

The Village's policies concerning alcohol and drug abuse are set forth more fully in its Substance Abuse Policy issued separately to employees.

DIVERSITY

The Village of Peninsula is committed to providing a work environment that is free of all types of unlawful discrimination and harassment. Actions, words, jokes, requests, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or any other legally protected characteristic, will not be tolerated in the workplace.. Any employee who observes such unlawful conduct occurring in the workplace should report it immediately to management.

The Village of Peninsula prohibits any deliberate or unsolicited verbal comment, gesture, physical contact, request, or display of offensive materials, which is unwelcome by the person who is the recipient of this activity. Conduct or statements, which are personally offensive to other employees, that disable morale, create an intimidating, hostile working environment, and interfere with the work effectiveness of the victims and their co-workers will not be tolerated in our workplace.

Due to the potential for abuse, and the possibility of the creation of a sexually harassing environment, romantic relationships between supervisory employees and employees under their supervision are prohibited. No supervisors, or any other employees, are authorized to make any comments or requests of a sexual nature to any other employee of the Village of Peninsula. Compliments of a socially acceptable nature do not constitute a violation of this policy.

All employees who believe themselves to be victims of any form of unlawful harassment are strongly urged to bring these violations to the immediate attention of the Mayor or any member of the Village Council who is not involved in the harassment. You shall be required to follow up your oral complaint by submitting a written statement concerning the harassment. No supervisor or councilperson has any authority to impose any job detriment on any employee for refusing his or her sexual advances or other unlawful or inappropriate conduct. If your supervisor engages in such conduct, report it immediately.

The Mayor or Village Council will take immediate action to investigate, in an appropriately confidential manner, all complaints of harassment, and it will take prompt and immediate remedial action as necessary to eliminate inappropriate harassing conduct in the workplace. The Mayor and Village of Peninsula will not take adverse

action against employees who have made good faith complaints about harassment, or who have participated in good faith in the investigation of such complaints.

ACCOMMODATIONS FOR DISABILITIES

If you have a disability which affects your ability to perform your job duties, please contact your supervisor to discuss any appropriate reasonable accommodations we may make for you to safely and effectively perform the essential functions of your job. A statement from your physician describing the extent of your disability and limitations will usually be necessary in order for us to make a proper accommodation.

FITNESS FOR DUTY

All employees are expected to be able to safely and competently perform the essential duties of their position. Employees may be required to submit to a fitness for duty physical examination by a physician selected by the Village whenever an employee is returning from an absence because of a personal injury or illness, or when the Village has a reasonable belief that the employee is having difficulty performing essential physical or mental requirements of his or her position. The cost of any fitness for duty physical examination will be paid by the Village.

GARNISHMENTS, ATTACHMENTS AND JUDGMENTS

Normally, the Village of Peninsula will not help creditors in the collection of personal debts from its employees. However, under certain legal procedures known as garnishments, levies, judgments, etc., the Village of Peninsula is compelled by law to take action. If your wages are attached, we are required by law to withhold from your earnings and pay to your creditor a specified amount each payday until the debt is settled. If you have any creditor problems or anticipate legal action resulting from indebtedness, you should discuss with your supervisor without delay. Excessive involvement by the Village of Peninsula in the collection of more than one of your personal financial debts during a twelve (12) month period could lead to disciplinary action.

CATEGORIES OF EMPLOYMENT

The Village of Peninsula establishes three categories of employment, which defines the status of the position and the individual holding the position. The employment categories are:

Full-time, Year Round Positions: A position, which is authorized for at least 2080 hours over 52 weeks per year based on an 8 hour work day. These employees may be paid an hourly wage or a salary. These employees are required to participate in the Public Employees Retirement System (PERS) of Ohio or Police and Fire Disability Pension Fund (PFDPF). Other benefits are extended to these employees as established by Village Council.

Part-time, Year Round Positions: A position, which is authorized for less than 2080 hours over 52 weeks per year. These employees may be paid an hourly wage or a salary. These employees are required to participate in PERS. Other benefits are extended to these employees as established by Village Council.

Seasonal Positions: A position, which is authorized as workloads and/or weather, would dictate, for a fixed period of time in one or more seasons in a year. Employees in this category are assigned a specific job title and a specific hourly wage based on a seasonal employee salary schedule. Employees in this category are assigned a specific job title and a specific hourly wage based on a seasonal employee salary schedule. Employees in this category may be re-hired in a subsequent season or a subsequent year. However, their re-employment shall not confer any right of continuous employment. These employees are required to participate in PERS. No other benefits are provided to these employees.

DRESS, GROOMING AND UNIFORMS

All employees of the Village of Peninsula are expected to maintain appropriate standards of dress, cleanliness, grooming, and personal hygiene at all times during working hours. Employees are required to wear a uniform that clearly designates them as a Village of Peninsula employee, as approved by Council. In addition, where required or appropriate, employees will dress within OSHA guidelines. Uniformed employees will be issued a uniform allowance annually as Village funding permits. (Any employee who leaves within the first year of employment must repay the allowance used. Unless otherwise stated, property purchased with the allowance becomes the property of the employee.)

WORK WEEK AND OVERTIME

(Except for Police Department Personnel)

The schedule for employees will be set by their supervisors in advance. Overtime for non-exempt Village employees is not computed on a daily basis, but by week only, Sunday 12:01 a.m. through 12:00 Midnight on Saturday. These employees are entitled to payment for overtime hours worked at the rate of one and one-half (1-1/2) times their regular hourly rate of pay. For purposes of computing overtime, only those hours worked in excess of forty (40) hours per week will be considered. Vacation time and sick time will be considered "hours worked." Employees required to work on an authorized holiday will be paid at a rate of one and one-half (1 1/2) times their regular hourly rate of pay, regardless of other hours worked during the week.

Based upon the operational needs, the supervisor may set different hours, shifts, workdays, and workweek. Under no circumstances will the scheduled lunch period time be used in lieu of scheduled work time or to extend other forms of non-work times such as sick leave, vacation, leave of absence without pay, etc. for full time employees. The specific times will be determined by the supervisor and may be flexible according to the

needs of the operation or service function. All employees must obtain the approval in advance from their supervisor prior to working more or less than their scheduled hours, except in cases of emergency. Working overtime or beyond daily scheduled hours without advance approval may lead to disciplinary action.

EARNED REST

An employee who works sixteen (16) continuous hours, or in excess of sixteen hours out of the preceding twenty-four (24) hours, without at least eight (8) continuous hours off shall be entitled to a rest period of eight (8) continuous hours upon being released from duty. An employee will be paid his or her regular straight time rate during any portion of the rest period which falls within his or her regularly scheduled work hours and he or she shall report for duty, (unless properly excused at the conclusion of the rest period), if the rest period expires during his or her regularly scheduled hours.

The supervisor, based on specified needs, will set the hours of work for part-time employees.

INTERNET ACCESS AND NETWORK SECURITY

This policy establishes rules governing use by the Village employees of Village provided computer networks, Internet access, and e-mail. This policy applies to any Internet service that is accessed on or from the Village's premises; accessed using the Village computer equipment or via Village-paid access methods; and/or used in a manner that identifies the individual with the Village.

Employees are strictly prohibited from using the Village's Internet services or e-mail in connection with any of the following activities:

- Engaging in illegal, fraudulent, or malicious conduct;
- Working on behalf of organizations without any professional or business affiliation with the Village;
- Knowingly accessing or sending offensive, obscene, or defamatory material;
- Annoying or harassing other individuals;
- Sending unwelcome e-mail of a non-business nature;
- Monitoring or intercepting the files or electronic communications of employees or third parties;
- Obtaining unauthorized access to any computer system;
- Using another individual's account or identity without explicit authorization;
- Attempting to test, circumvent, or defeat security or auditing systems of the Village or any other organization without prior authorization.
- All computer and internet usage shall be limited to work related activities.

Internet services are provided by the Village for selected employees' use for Village business. Employees should not expect privacy with respect to any of their

activities using Internet access and e-mail provided by the Village. The Village reserves the right to review any files, messages, or communications sent, received or stored on the Village's computer systems any may also limit the use of the Internet service in part or whole.

All employees must use the Village's computer network in a responsible manner in order to maintain network security. Therefore, in the interest of security, system integrity, and compliance with applicable laws, the following rules will apply to all employees who access the Village's computer network:

- Use of computer systems and/or networks in an attempt to gain unauthorized access to any local or remote computer systems is prohibited.
- Use of computer systems and/or networks to connect to other systems, in an attempt to evade the physical limitations of the local or remote system is prohibited.
- Attempting to undermine computer systems or user passwords is prohibited.
- The unauthorized copying and/or distribution of Village files is prohibited.
- Copying of copyrighted materials, such as third party software, without the express written permission of the owner or the proper licensee, is prohibited.
- Intentionally "crashing" network systems or programs, or attempting to do so, is prohibited.
- Unauthorized attempts to secure a higher level of privilege on network systems are prohibited.
- Willfully introducing computer "viruses" or other destructive programs into the organizational network or into external networks is prohibited.
- Unauthorized additions of computer hardware or software to a Village computer, including downloading screen savers, wallpaper, games or other incidental software from other computers, including those on the Internet, is prohibited.
- Attempting to or accessing Internet sites blocked by Village computer equipment and software is prohibited.
- Computers not provided by Village are not to be attached to the computer network, nor are such computers to be maintained or serviced by Village information systems personnel.

Employees violating this policy are subject to discipline, up to and including immediate termination of employment. Employees using the computer system for defamatory, illegal, or fraudulent purposes also are subject to civil liability and criminal prosecution. All computer resources, including content, are the property of the Village, and employees will be held personally responsible for their activities.

PAY PERIOD AND PAYCHECKS

Pay weeks are Sunday through Saturday with paychecks being distributed on a biweekly schedule every other Thursday. If you are absent for any reason on a payday, you must make arrangements to secure your check with your immediate supervisor. A third party may pick up your paycheck with a signed authorization from you naming the person who is to pick up the check. Direct deposit may also be available. Paychecks are based on the scheduled hours of employees, as reconciled with the employee's time sheet or time card.

PAY ADVANCES AND LOANS

Due to government regulations and the method of reporting PERS, PFDPF state, and federal taxes, the Village of Peninsula will not give pay advances or loans to employees.

PAYCHECK DEDUCTIONS

Along with your paycheck, you receive an earnings statement, which itemizes the deductions from your paycheck. These deductions fall into two groups: those required by law, and those authorized by you in writing. Deductions required by law:

1. Ohio Public Employees Retirement System (PERS) OR Police and Fire Disability Pension Fund (PFDPF) – A percentage (specified by state law) of your earnings is deducted from your annual pay. The Village of Peninsula also contributes an amount to your PERS fund.
2. Withholding Taxes – The amount withheld for Federal, State and Local Income Tax payments varies depending upon your earnings and the number of exemptions claimed.
3. Medicare Tax – A deduction required by law for the federal Medicare program.
4. Attachments, Garnishments or Levies – These deductions are made when so ordered by court decree or the Internal Revenue Service.

Voluntary deductions authorized by you may also include payments for credit unions, PERS buy-backs, U.S. Savings Bonds, deferred compensation, or supplemental disability benefits. Unemployment Compensation and Workers' Compensation premiums are paid entirely by the Village of Peninsula, and there is no deduction made from your paycheck.

YOUR BENEFITS

The following is a brief summary of the benefits available to all employees of the Village of Peninsula. Employees will receive plan booklets for some of the benefits outlined here. Employees are always welcome to discuss their individual questions with their supervisor.

HOLIDAYS

The following is a list of the Village's paid holidays for all full-time employees:

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Christmas Day

Any employee who calls in sick on the regular work day immediately prior to or following a scheduled holiday must present a doctor's excuse upon returning to work. Failure to do so may result in disciplinary action up to and including termination.

CALL-IN TIME

Whenever a Police officer is required to appear on off-duty time before any official court or before the prosecutor for pre-trial conference on matters pertaining to or arising from the employee's official duties, the Police officer shall receive a minimum four (4) hours pay at the standard rate of the employee's normal hourly rate of pay.

Any employee of the Street Department, Clerk of Courts or Deputy Clerk called to work at a time outside their scheduled shift, shall receive a minimum two (2) hours at the standard rate of the employee's normal hourly rate of pay.

VACATIONS

The Village of Peninsula has a vacation policy for full-time employees who work on a non-seasonal basis to enjoy time off with pay. Village employees are not entitled to take vacation time off until after completing one full year of service. Vacation time off is based upon the following schedule:

Years of Full-Time Service (Minimum of 40 hours per week)	Vacation Time Available For Full-Time Employees
After one year	2 weeks
After completing seven years	3 weeks
After completing 15 years	4 weeks
After completing 25 years	5 weeks

All requests for vacation time off must be submitted in writing on the Village leave request form. All vacation schedules are subject to the approval of their supervisor based on staffing and project needs. Staffing needs of the Village will be considered when granting vacations and may be denied in times of peak needs.

Employees may not accumulate his/her vacation time. Failure to take vacation within the time period specified will result in the employee losing his vacation time. However, based upon budgetary availability, an employee may receive payment for up to 40 hours of vacation time at the end of a given calendar year. A written request must be turned into the Clerk Treasurer no later than December 1 for the calendar year and be subject to Council approval at the December meeting. Payment will be made on the final payroll for the year. Available, unused vacation time off will be paid to employees upon employment termination on a pro-rated basis. Vacation time off will be determined on the basis of January 1 of each year. Vacation entitlement will accrue for employees on time worked and for unworked time for which the employee receives pay from the Village. Employees do not accrue vacation pay while on Workers' Compensation or on an unpaid leave of absence.

LEAVES OF ABSENCE

Employees, who have exhausted all of their available paid and unpaid leave time, including FMLA leave, may request additional unpaid leaves of absence from their positions with the Village. Except in cases of emergencies, a request for an unpaid leave of absence must be made at least ten (10) days in advance of the date that employee seeks to begin the leave. All requests for an unpaid leave of absence must be submitted to the office administrator in writing for review, consideration and approval by the Village Council. In deciding whether to grant an unpaid leave of absence for employees, the Village Council will take into consideration the employee's length of employment with the Village, job performance, reason for requesting the leave, the business needs of the Village, and any other factors the Village Council determines are relevant for its consideration of the leave request.

MEDICAL LEAVE

Upon the exhaustion of an employee's available vacation time off and sick time off, an employee that has been employed by the Village for at least one year may be granted an unpaid medical leave, upon approval of the Village Council, for reasons of illness or injury to the employee, including pregnancy and childbirth. The length of the leave is at the discretion of the Village Council based on medical certification from the employee's and/or a Village approved physician, and the Village's business needs. Depending on the length of the leave, the employee may be required to elect to continue medical insurance coverage at his or her own expense. Due to the fact that the Village is a small employer, the Village cannot guarantee that an employee's

position will still be available upon his or her return from a leave of absence. However, to the extent required under law, employees who need time off due to pregnancy and childbirth after one year of employment with the Village will be granted a job protected unpaid leave of absence for a reasonable period of time until they are physically able to return to work, as determined by their physician. The village reserves the right to limit the duration of the job protected maternity leave if an undue hardship would occur to the Village, presently the maximum time is six (6) months.

MILITARY LEAVE

Employees who are members of the U.S. Military Reserve or National Guard are eligible for leave for reserve training or emergency military duty. A long-term leave of absence will be granted to employees who enter active full-time military service, up to the limits provided by law.

SICK LEAVE

Each full time employee of the Village accrues paid sick leave for each hour of service completed at a rate of .0575 hours per hour worked. Although the accrual starts immediately upon hire, a 90-day probationary period must be completed before using any sick time. No employee can accumulate more than 960 hours of sick leave during the course of their employment with the Village of Peninsula. Sick leave will be applied, upon the approval of the responsible department head or direct supervisor, for absences due to illness or injury to the employee. Sick leave may only be used for the employee's own illness or their immediate family, defined in this section as spouse, domestic partner, child, step-child and parents. Once all sick time is exhausted vacation time must be used prior to taking time off without pay.

(For the purposes of this section, Domestic Partnership is defined as two unrelated, unmarried adults who share the same household. In order to qualify for domestic partner sick leave benefits, an eligible partner shall meet the following minimum requirements: 1. At least eighteen years old; 2. Not related more closely than would be allowed for a legal marriage under state law; 3. Share an exclusive and committed relationship with the employee; and 4. Demonstrate financial interdependency with the employee.)

Sick leave hours may not be converted to any other benefit time and are not paid out at termination or resignation. A 30 day limit, if earned, will be paid out at retirement after ten (10) or more years of service.

Department heads will require employees to furnish a signed physician statement to justify the use of sick leave of three days or more. The physician statement must include the nature of the illness or injury and specify a return to work date. Employees must report the expected day of return to work to their department head as soon as possible for scheduling purposes. Employees presenting a physician statement indicating any work "restrictions" may not return to work without prior approval from the

department head and mayor. Sick leave will run concurrently with any leave periods required under Ohio or federal law.

Any current part time employee who has accumulated sick time prior to the date of adopting this handbook (January 20, 2009) shall retain that sick leave and may use it as stated herein.

Employees employed elsewhere while receiving Village of Peninsula sick time compensation or using sick leave for purposes other than illness or injury will result in disciplinary action, up to and including termination.

MAXIMUM LEAVE TIME

Employees who have been absent from work and have exhausted all paid leave time available to them, and have not worked regularly for the Village for six or more months, will be terminated from employment and must re-apply for available vacancies in the future in the event that they are able and interested in returning to work for the Village. To the extent that the employees have worked sporadically during the six months of the absence, the days worked will be added on to the six month maximum leave time. For example, if an employee worked ten days during a six month time period, the six month maximum leave time would be extended by ten working days, or two weeks.

All leaves of absence and any extensions thereof must be applied for in writing by the employee. Such written application shall be made prior to taking or extending said leave, whenever possible. Any request for a leave of absence will be answered promptly in writing by the Village Council. If the request is denied, a reason will be given in writing. The approval or disapproval of any request for a leave of absence without pay will be left to the discretion of the Village Council.

An employee may, upon request, be permitted to return to work prior to the anticipated expiration of a leave of absence but only if such early return is approved by the Village Council. Any employee who has been off work on an unpaid leave of absence for personal medical reasons must, at the request of the Village, submit a written medical certificate satisfactory to the Village verifying the employee's mental and/or physical fitness to perform the essential functions of his job. The Village reserves the right to require any such employee to submit to a physical examination by a doctor of the village's choosing before allowing such employee to return to work.

An employee will be covered by the Village's medical benefit plan for the duration of a leave of absence with pay. The Village will also cover employees under the medical benefit plan while they are receiving Workers' Compensation temporary disability benefits for a work related injury or illness sustained while working for the Village for up to six months, at the discretion of the Village Council. Employees will not receive medical benefit coverage for any other unpaid leaves.

Employees on leave of absence who: accept employment, except as provided for herein; misrepresent facts to obtain a leave of absence; secure a leave of absence on the basis of such misrepresentation; fail to report for employment at the expiration of the leave of absence will be summarily discharged from employment by the Village.

FUNERAL LEAVE

A death in an employee's immediate family creates many hardships. While it is not possible for anyone to eliminate all the hardships that occur, it is the desire of the Village to minimize the hardship resulting from lost time from work due to the death. To this extent, the Village will grant up to three (3) working days off, at the discretion of the Village Council, for employees who have experienced a death in their immediate family. Specific arrangements for time off should be made by the employee with their supervisor and the office administrator. "Immediate family" is defined in this section as the employee's spouse, child, grandchild, parent, sibling, grandparent, brother or sister-in-law, mother or father-in-law. Time off without pay, or with use of available accrued vacation pay, to attend the funeral for other relatives or friends of an employee may be arranged by contacting the Clerk Treasurer.

JURY DUTY AND COURT LEAVE

Employees must advise their supervisor immediately if they are summoned for jury duty or subpoenaed by the court as a witness. Employees must report for work on days they are not required to be in court, or if dismissed two (2) or more hours prior to their required quitting time by the court, unless instructed otherwise by their supervisor. Village employees may receive their regular Village salary while serving on jury duty, at the discretion of the Village Council, for a reasonable period of time, and will be required to submit any jury pay received to the Village.

When it is necessary for an employee to appear in court or attend a hearing that is of a personal nature during the employee's regular scheduled hours of work, leave without pay may be approved for that time after all available comp or vacation time has been exhausted. Such instances would include, but are not limited to, criminal or civil cases, traffic court, divorce proceedings, custody or appearing as directed as a parent or guardian of juveniles. Employees may be required to submit a copy of a subpoena or other documentation for the reason for the absence.

MEDICAL AND DENTAL INSURANCE

All full time Village employees are eligible to enroll in the Village's group medical insurance plan after (30) days of employment. The plan benefits are described in more detail in the plan documents. This coverage terminates on the day of layoff or termination.

LIFE INSURANCE

The Village of Peninsula provides eligible full time Village employees who participate in the group medical insurance plan with life insurance and accidental death and dismemberment benefits. These benefits are effective after ninety (90) days of employment. A plan description is provided to eligible employees.

PERS AND PFDPF RETIREMENT BENEFITS

All employees of the Village are covered by the Ohio Public Employees Retirement System (PERS) or Police and Fire Disability Pension Fund (PFDPF). PERS and PFDPF provides benefits for the Village's employees upon their retirement, or if they become disabled. Details concerning the PERS or PFDPF program are contained in separate plan documents, which are distributed to all employees. Participation in PERS or PFDPF is mandatory for all employees, and employees may also voluntarily participate in a deferred compensation plan.

WORKERS' COMPENSATION

It is expected that all employees will exercise caution to protect themselves as well as their fellow workers from injury. While workplace injuries are rare in our industry, accidents do occur. Employees injured on the job must report the injury immediately to their immediate supervisor and fill out an injury report as soon as possible and submit to the Clerk Treasurer. An employee's failure to promptly report an injury in the workplace may result in disciplinary action against the employee. Employees who witness an injury to an employee or visitor must also promptly complete an injury report.

All Village of Peninsula employees are covered by Ohio's Workers' Compensation Act. If you are injured in the course of your employment, this incident will be considered an industrial accident and will be processed under Ohio's Workers' Compensation laws. On allowed claims, the Bureau of Workers' compensation pays for the lost time, medical bills, and disability claims by a formula set by State law.

UNEMPLOYMENT COMPENSATION

All of the Village's employees are covered by Ohio's unemployment compensation system through premiums paid entirely by the Village to the State of Ohio. Based on the eligibility criteria established under Ohio law, employees who lose their jobs at the Village involuntarily, due to no fault of their own, may be entitled to unemployment compensation from the State. In such circumstances, employees should contact the office of the Ohio Department of Job and Family Services.

TRAVEL EXPENSES

The Village of Peninsula will reimburse employees for approved Village business travel and related expenses. Currently the Village reimburses employees for business

use of their personal vehicles at the maximum IRS reimbursement rate. Employees must provide receipts and other supporting documentation as required by the Village in order to obtain reimbursement for business expenses. In order to avoid the denial of reimbursement for business expenses, employees should obtain prior approval for all significant travel and other business expenses prior to incurring the expenses. The Village of Peninsula will not reimburse employees for alcoholic beverages or for excessive costs, such as for unusually luxurious, expensive or generous accommodations, meals, transportation, or gratuities. Employees should contact their supervisor for reimbursement guidelines. Employees who use their personal vehicles for Village business must maintain a valid driver's license and liability insurance coverage of \$100,000 per person/\$300,000 per accident/\$50,000 property damage.

MISCELLANEOUS

USE OF VILLAGE VEHICLES

Employee use of Village vehicles is a privilege and carries with it responsibilities. As with any privilege, it can be revoked if abused. Village vehicles are to be used in the performance of official Village business only, and for transportation between destinations as may be required to conduct the business of the Village of Peninsula. Village police officers are not permitted to use Village police vehicles on private security jobs outside of the Village. Village employees are not permitted under any circumstances to use village vehicles after normal work hours.

VEHICLE SEAT BELTS

All occupants of Village vehicles, both marked and unmarked, must wear correctly fastened safety belts while the vehicle is in motion. The department head may make exceptions to this policy whenever exceptional circumstances prevail that make wearing seat belts infeasible or undesirable. Employees are prohibited from disconnecting any warning devices, removing parts of, or in any way tampering with, installed seat belts or other safety equipment (e.g., air bags) of department vehicles for the purpose of rendering them inoperative.

SAFETY

All employees of the Village have an obligation to perform their duties in a safe manner, and according to all OSHA guidelines when required, to avoid accidents on the job.

PERSONAL STATUS CHANGES

Each employee has the responsibility to notify the payroll department in writing, on a Village personal status change form, of any change in name, address, telephone number, marital status, number of dependents, or related information for the purpose of

ensuring that all Village of Peninsula benefits and records are current. Falsification or intentional omission of pertinent information for the Village's records may result in termination of employment.

SECURITY

Only authorized employees are permitted to enter the administrative offices or any other Village building after regular working hours. Anyone wishing to enter the office before or after the stated hours must have authorization.

VISITORS

In order to maintain security and safety, employees may not receive personal visitors in the Village buildings or be accompanied by them during their working hours on the Village grounds, unless authorized in advance by their supervisor.

TELEPHONE CALLS AND CELL PHONES

Use of the Village's telephones for personal reasons must be for emergency or compelling reasons only. Excessive use of phone lines for personal reasons will be viewed as a behavior requiring disciplinary action. Use of private cell phone during working hours should be limited to emergencies or compelling reasons only.

Use of Village cell phones are governed by policy. A copy of the Village of Peninsula Cell Phone Use Policy is available from the Clerk Treasurer.

TRAINING AND SELF DEVELOPMENT

The Village may pay for the cost of certain training or education programs for employees. Employees who seek payment by the Village of Peninsula for their attendance at any training or education programs must make such a request in advance to their supervisor and must be approved by Council.

SOLICITATIONS AND CONTRIBUTIONS

Persons who are not employees of the Village of Peninsula will not be permitted to come upon or remain on the premises for the purpose of making solicitations or posting or distributing cards, notices, or any other material of any kind. Further, employees may not solicit other employees for any cause while either the employee doing the solicitation, or the employee being solicited, is on working time. This rule is not intended to prevent the Village of Peninsula from carrying on its normal community relations/employee relations programs or activities, which may, from time to time, necessitate management approval and direction of distributions and solicitations on the Village of Peninsula's premises.

QUESTIONS

This material probably has not answered all of your questions. Special needs, circumstances, and problems of individual employees require special responses. As questions arise, contact your supervisor first. If he/she is unable to help or answer your questions, contact the Clerk Treasurer, Mayor or a member of Village Council. You and your needs are important to the management group and the Village of Peninsula itself.

EMPLOYEE HANDBOOK AND AT-WILL POLICY

The full content of this Employee Handbook is presented only as a matter of information. The language used in this material is not intended to create, nor is it to be construed to constitute, a contract between the Village of Peninsula and any one or all of its employees. The Village of Peninsula reserves the right to change, suspend, or terminate without notice any of its plans, policies, or procedures whether they be contained in this handbook or in other Village documents. These policies supersede any and all prior policies previously issued by the Village of Peninsula.

All employment with the Village of Peninsula is for no definite period of time and may be terminated at any time, without prior notice, by either the Village of Peninsula or the employee, unless specific exceptions under Ohio statutory law apply to particular employees. Employees are expected to give two weeks advance notice of a resignation. No modifications of the contents of this material is authorized or allowed, unless by approval of Village Council.

EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGEMENT FORM

I acknowledge that I have received the Village of Peninsula Employee Handbook, and that I have familiarized, or will familiarize, myself with its content. I understand that the policies in the Employee Handbook do not constitute a contract, express or implied, of any kind between the Village of Peninsula and me. I understand that, unless expressly provided otherwise under Ohio statutory law, my employment at the Village of Peninsula is on an at-will basis, and that the Village of Peninsula or I may terminate the employment relationship at any time and for any reason. I understand that no oral statements modify the employment-at-will relationship, and that all Village policies are subject to change or elimination at any time, without advance notice.

Also, should I ever leave employment with the Village of Peninsula, I agree to return all Village property in my possession, and that the value of any property which I fail to return may be reduced from any pay due and owing to me. I further release the Village of Peninsula from any liability for providing a reference for me to any subsequent employer to whom I may hereafter apply for employment

Employee Signature: _____ Date: _____

Adopted September 13, 2004, with stated exceptions, by Village Council Motion 2004-0913-12
Revised 10/27/2008, 01/20/2009 Adopted by Village Council 01/20/2009